

**RESOLUTION NUMBER 563**

**A RESOLUTION AUTHORIZING USE OF WEST COAST BANK VISA CREDIT CARDS BY DEPARTMENT HEADS AND THE WASTE WATER TREATMENT PLANT OPERATOR.**

**WHEREAS**, the Aurora City Council authorizes the use of a West Coast Bank Credit Card (lender) to be issued to the City Recorder, the Police Chief, the Public Works Superintendent, and the Waste Water Treatment Plant Operator; and

**WHEREAS**, the Aurora City Council authorizes the Credit Card to be issued to the City of Aurora, as well as, having the employee's name listed on the Credit Card.


**THE CITY COUNCIL OF THE CITY OF AURORA RESOLVES AS FOLLOWS:**

**Section 1.** That the City of Aurora hereby authorizes City Recorder; Police Chief, Waste Water Treatment Operator, and Public Works Superintendent; each the use of a City issued Credit Card through West Coast Bank and not to exceed the credit limit of \$500 per Credit Card, at any time.


**Section 2.** Upon change of the forementioned authorized users, the Aurora City Council will amend this Resolution through passing a new Resolution.

**Section 3.** The Aurora City Council authorizes the City Recorder to obtain the required paperwork from West Coast Bank to either add an account holder or to delete an account holder.

**PASSED BY THE AURORA CITY COUNCIL, this 11 day of November, 2008.**

  
\_\_\_\_\_  
Charles Donald, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Laurie Boyce, City Recorder

# **CREDIT CARD POLICY**

## **CITY OF AURORA**

**PURPOSE:** To state the City of Aurora's policy on Business use of VISA Credit Cards.

**SCOPE:** All Departments.

### **PROCEDURE:**

#### **General Statement of Policy:**

The City of Aurora has obtained Business VISA cards for use by the Waste Water Treatment Plant Operator, the City Recorder, the Police Chief, and the Full-Time Police Officer. The card is to be used for business related expenses and is not to be used for everyday purchases. Credit Cards will be distributed to:

- The City Recorder
- The Police Chief
- The Full-Time Officer
- The Waste Water Treatment Plant Operator

#### **Purpose and Uses:**

1. The purpose of the Business VISA Card is to accommodate business related expenses and / or charges that are small amount in nature and to provide the employee with the convenience of paying for the expenses incurred while on official City business attending meetings representing the City, attending conferences or workshops where meals are not provided, and for purchases that are emergency in nature and that time is of the essence where the issuance of a Purchase Order may delay the receipt of the goods and / or merchandise.
2. Only these persons to whom a Business VISA Credit Card is issued can authorize purchases using the card.
3. The VISA Card may only be used for authorized business/travel purposes. The use of the card for cash advances, cash refunds, and purchases that are personal in nature is a violation of this policy. Some examples of authorized purchases include:
  - Meals not included in fees or registration costs
  - Lodging

- Training and Conference registration

Some examples of un-authorized purchases include the following: (The following is a representative list and is not to be all-inclusive. If you are unsure, please contact the Finance Officer).

- Alcoholic Beverages
- Capital Equipment
- Cash Advances, Cash Refunds
- Contracted Services
- Repairs to Personal Car While on City Business
- Entertainment
- Pagers
- Personal Items
- Ammunition/Firearms
- Cellular Phones and Services
- Prescription Drugs
- Service Agreements
- Maintenance Contracts

4. The VISA Cardholders are responsible for, required to and must:
  - a. Ensure that he/she has sufficient budgetary authority to incur the charge and that there is sufficient amount available from his/her department budget to pay for the expenditure.
  - b. Adequately identify and provide the original copy of the charge slip and / or receipts of all purchases / charges as shown on the monthly VISA Card statement including the quantity and description of items purchased, if not available, to the Finance Officer. All Credit Card charges that are properly documented and authorized will be paid. Charges will not be processed that do not have the attached charge slip and / or receipts attached to the Credit Card Form. It is the Cardholder's responsibility to provide adequate documentation and proof of the appropriateness of the charges to their account. It is the Cardholder's responsibility to submit the itemized charges on the Credit Card Expense Form.
  - c. The Cardholder is responsible for the following:
    - Security of the Credit Card
    - Use of the Credit Card
    - Compliance with the City of Aurora's purchases policies/procedures
    - Submit statements to the Finance Officer within the required due date

- It is the Cardholder's responsibility to notify the City Recorder if the card is lost or misplaced so that the proper arrangements can be made with the bank to cancel the card
5. The Cardholder must reimburse the City for any un-authorized charges or uses of the card within seven (7) days after the Cardholder was notified by the Mayor in writing of the violation.
  6. Any disallowed charges (including finance charges) may be deducted from the Cardholder's pay check.
  7. Any violation of non-compliance with this policy may result in the revocation of the employee's right of the use of the VISA Credit Card, certain disciplinary action up to and including termination of employment.
  8. Whenever an employee to whom a card has been issued leaves the City of Aurora's employment the Business VISA card that was issued to them must be turned into the City Recorder. There is also some paperwork that needs to be filled out and signed by the employee. It is the City Recorder's responsibility to turn this paperwork and the Credit Card in at the bank.

#### **Credit Card Limit:**

The Credit Card has a \$500.00 credit limit per card. The Cardholder must adhere to their approved expenditure authority.

#### **City Recorder:**

The City Recorder is responsible for:

- Having the employee fill out and sign the Credit Card Usage Agreement forms.
- The signed Credit Card Usage Agreement forms are to be filed in the employee's personnel file.
- Inform the bank to cancel a particular Credit Card.

#### **Credit Card Abuse:**

The Finance Officer is responsible for monitoring the use of the Credit Card(s) and, whenever abuse is detected or suspected, the Finance Officer must notify the Mayor in writing of the suspected abuse. If there is abuse of the card or disregard for the Credit Card Usage Agreement guidelines, the Credit Card is forfeited and canceled.

**The Cardholder must reimburse the City for any inappropriate purchases, and the employee is subject to disciplinary action up to and including dismissal. Willful, fraudulent abuse of the Credit Card will be cause for termination. If the employee has his/her Credit Card privileges revoked, the employee is not eligible for restoration of Credit Card privileges.**

**CITY OF AURORA  
CREDIT CARD USAGE AGREEMENT**

CREDIT CARD USAGE AGREEMENT TO ACCEPT A WEST COAST BANK  
CREDIT CARD ISSUED BY THE CITY OF AURORA, OREGON.

City of Aurora is pleased to present to you this Credit Card. It represents the City's trust in you and your empowerment as a responsible employee of the City of Aurora to safeguard and protect our assets and the tax payer's money.

I, \_\_\_\_\_, hereby acknowledge receipt of a City of  
(Insert Employee's Name)

Aurora Credit Card, Card Number \_\_\_\_\_.

As a Cardholder, I agree to comply with the terms and conditions of this Credit Card Usage Agreement, and the City of Aurora's Credit Card Policy which may subsequently be revised. I acknowledge receipt of the Credit Card Policy, and confirm that I have read and understand its terms and conditions. I understand that City of Aurora is liable to West Coast Bank for all charges made by me.

I understand the Credit Card should only be used for purchases/charges of business related items and/or emergency business related purposes only and should not be used for personal expenses.

I further understand that improper use of this card for prohibited expenditures may result in disciplinary action, up to and including termination of employment. The lists of unauthorized charges are as follows:

- Alcoholic Beverages
- Capital Equipment
- Cash Advances, Cash Refunds
- Contracted Services
- Repairs to Personal Car While on City Business
- Entertainment
- Pagers
- Personal Items
- Ammunition/Firearms
- Cellular Phones and Services
- Prescription Drugs
- Service Agreements
- Maintenance Contracts
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If the City of Aurora initiates legal proceedings to recover amounts owed by me under this Credit Card Usage Agreement, I agree to pay all legal fees, incurred by the City in such proceedings.

I also agree that I have to reimburse the City for any and all charges made to my Business VISA Credit Card that are in violation of the allowable charges in accordance with this agreement. In the event I fail to reimburse the City within seven (7) days after being notified of the violation, I hereby authorize the Finance Officer to deduct the disallowed charges from my salary. I also understand the City may collect such amounts, even if I am no longer employed by the City of Aurora.

I understand and acknowledge that the City may terminate my right to use this Credit Card at any time, for any reason and I agree to return the Credit Card to the City Recorder immediately upon request, change of employment or upon termination of employment.

With my signature below, I hereby acknowledge receipt of the Business VISA Credit Card.

**Cardholder:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Phone Extension:** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_  
Mayor Date